

Approved For Release 2001/05/11 : CIA-RDP78-06087A000200030008-9

UNITED STATES GOVERNMENT

# Memorandum ~~CONFIDENTIAL~~

TO : Director of Training

DATE: 16 March 1964

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 10  
9 - 13 March 1964

## I. SIGNIFICANT ITEMS

None

## II. OTHERS

A. Early in December of 1963, responding to a request from C/PPS concerning the elimination of unnecessary procedures, I recommended that "results of all language tests given by LAS go directly to the Office of Computer Services for the purpose of updating the Language Qualifications Register maintained for the Office of Personnel." The procedure up to now has included routing test results through the Registrar Staff for the purpose of administering language awards actions. OTR has now almost arrived at the point where all applicants for awards have been afforded an opportunity to complete the several phases of any testing which was started before 1 August. As soon as these few cases have been processed through the presently established channels, the time would be propitious for:

1. Streamlining the routing procedure (after modifying the present awards form so that it pertains solely to proficiency testing), and

2. Withdrawing the authority of the Registrar and the Deputy Registrar to authorize language awards.

Marcella has some excellent thoughts on modifying the form and procedure to meet Registrar needs. Presumably some adjustment could be made at the same time on the new form to improve the book-keeping records on test results maintained by LAS. On Wednesday, 11 March, [REDACTED] agreed to the proposition that the LAS Testing Unit should accomplish and disseminate the set of forms used for transmitting language testing results information to the LQR and to the office of assignment and individual concerned, and to the Registrar Staff for its normal responsibility in checking prior training of applicants.

25X1A9a

DOCUMENT NO. \_\_\_\_\_ The workload involved is relatively minor; we have been re-  
NO CHANGE IN CLASS. [REDACTED] an average of less than 10 test results per week for many

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S

NEXT REVIEW DATE: 2012 Approved For Release 2001/05/11 : CIA-RDP78-06087A000200030008-9

AUTH: HR 70-2

DATE: 19-01-82 REVIEWER: 029725

~~CONFIDENTIAL~~  
~~SECRET~~

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

Weekly Activities Report No. 10

25X1A9a months. [REDACTED] and Marcella have been identified by Clyde and me to work out necessary details. I think Agency officials will appreciate dealing with only one source on queries about language testing and the associated test results.

25X1A9a B. The news from Chief, Support Staff, about external training budgeting for FY '65 at last week's OTR Staff Meeting was a real shocker. For the time being we're just going to stay loose, in the light of the numerous reversals of policy passed on to us in the past few weeks. If and when a requirement falls on the Registrar Staff or the BFO/TR to produce dollar estimates for Agency elements, [REDACTED] has approved an after-hours task force to get this burdensome job accomplished.

25X1A9a C. Within the framework of some initial determinations made by the Training Selection Board, [REDACTED] and I got together -- occasionally referring to Mona's notes on the TSB meeting -- and "second-guessed" the specific programs which will require TSB action. These are being so identified in the new issue of the OTR Catalog of Courses. The TSB courses, plus the FSI contract and one or two other programs would generally constitute the base for a central pot of funds allocated to OTR for external training.

25X1A9a

D. All personnel of the Registrar Staff have returned their contribution envelopes for the concurrent campaigns of the National Health Agencies and the Federal Service Joint Crusade. Ten of the eighteen were sent in a week ago.

E. Assistance was given XO/TR in preparing a revision of OTR Regulation No. 50-1, Weekend and Holiday Duty Officers. The new regulation contains expanded provisions pertaining to the duties and responsibilities of Duty Officers.

25X1A9a

W  
25X1A9a F. [REDACTED] <sup>CIA</sup> student in the Congressional Operations Intern Program, telephoned a few days ago to obtain permission to accept an invitation to attend the Defense and Disarmament Seminar. This Seminar is to be sponsored by the Institute for Policy Studies. It will consist of 10 weekly evening sessions starting 8 April and featuring speeches by leading figures in government, education, and industry. The Seminar has been organized exclusively for Congressional assistants, with enrollment limited to 20 persons. We discussed Lyle's proposal briefly with [REDACTED] and agreed with him that participation in the Seminar would undoubtedly constitute an added dividend to [REDACTED] basic intern program. Accordingly, we gave Lyle approval to enroll in the Seminar. Lyle is very enthusiastic about the Congressional Operations Intern Program. He reported that his schedule is very demanding but that he is learning a great deal about the Legislative Branch of Government. He is presently working in the office of Congressman Samuel Stratton of New York's 32nd District (Schenectady).

25X1A9a

25X1A9a

SECRET

